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DRAFT - 19 January 1953

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CENTRAL INTELLIGENCE AGENCY
REGULATION [REDACTED]

[REDACTED]
GENERAL
19 January 1953

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AGENCY REGULATIONS

Rescission: CIA Regulation [REDACTED] dated 10 April 1932

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1. GENERAL

- a. This regulations prescribes the policies, responsibilities, authorities, and procedures for the development and publication of all Agency regulatory materials.
- b. This regulation applies to all individuals in the Agency who may propose or initiate any policy, procedure, technical handbook, or other Agency regulatory issuance.

2. REGULATIONS POLICY

- a. The Agency regulations system shall be administered by the Regulations Control Staff, Office of the Deputy Director (Administration).
- b. Agency regulations will contain all officially approved courses of action considered necessary or desirable for the control and direction of Agency activities. They establish the permanent policies, procedures, and functions of the Agency which are

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either administrative or operational in character. They shall not include internal office directives applicable only to the office of the initiator.

How about an internal procedure manual?

- c. The Agency Regulations system shall consist of a comprehensive, functionally organized set of publications which will provide each user with the policy and procedural information necessary for the proper performance of his duties.

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3. DEFINITIONS

- b.*
a. The term "Office Head" as used in these regulations shall be interpreted to mean:

Deputy Director (Plans)
Deputy Director (Intelligence)
Deputy Director (Administration)
Assistant Director for Communications
Director of Training

- c.*
b. The term "~~Principal Officer~~ *"Office Chief"*" as used in these regulations shall be interpreted to mean:

Assistant Director for National Estimates

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Assistant Director for Scientific Intelligence
Assistant Director for Research and Reports
Assistant Director for Intelligence Coordination
Assistant Director for Current Intelligence
Assistant Director for Collection and Dissemination
Assistant Director for Operations
Assistant Director for Personnel
Assistant Deputy/Inspection and Security
Chief of Administration - DDP
Chief, Foreign Intelligence Staff - DDP
Chief, Political and Psychological Warfare Staff - DDP
Chief, Paramilitary Operations Staff - DDP
Chief, Technical Services Staff - DDP
Chief, General Services
The Comptroller
The General Counsel
Chief of Procurement and Supply
Chief, Medical Staff

4. TYPES OF ISSUANCES

(a) Regulations (R)

Regulations establish the organization, policies, functions and procedures of the Agency. They are of a permanent or continuing nature and may be administrative or operational in character.

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They shall not include internal office directives or procedures
applicable only to the office of the initiator.

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(c) Notices (N)

Notices contain information of a transitory nature on such subjects as assignment of personnel and miscellaneous announcements of Agency interest. Expiration dates, where practicable will be indicated on each notice. Notices not designated with an expiration date will remain in effect until rescinded.

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(e) Handbooks (H)

Handbooks are technical or informational supplements to Agency Regulations. They interpret policies and provide methods and

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techniques for the application of Agency procedures and the performance of Agency functions. They are not to establish administrative policies, functions or procedures.

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5. CATEGORIES OF REGULATIONS

- a. Regulatory issuances will be prepared and published by either functional or topical categories. The basic determining principal will be to present the subject in the most useful comprehensive form. Functional categories will usually reflect the organizational structure of CIA such as Personnel, Services, and Foreign Intelligence. Topical categories will generally cut across organizational structure and cover general activities such as Travel, Liaison, and Correspondence.
- b. The Chief, Regulations Control Staff, will supervise the organization, numbering and indexing of all regulatory issuances.
- c. Issuances will bear identifying symbols, R, CR, N, CN, H, or CH, as appropriate, preceding the category number. They may be serially numbered within each series as issued, or numbers may be reserved for specific categories within a series.

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6. DISTRIBUTION CODES

- a. Distribution will be made through regular Agency distribution channels. The following codes will be used for all Agency Regulations:

Distribution No. 1 - Director of Central Intelligence,
Deputy Director of Central Intelligence, Office Heads,
and the Inspector General.

Distribution No. 2 - Those listed in Distribution No. 1,
Office Chiefs
plus ~~Principal Officers~~.

Distribution No. 3 - Those listed in Distribution No. 2,
plus all organizational components subordinate thereto.

Distribution No. 4 - Those listed in Distribution No. 3 for
routing to all employees where appropriate.

Distribution No. 5 - To be distributed to each employee in
the metropolitan area of Washington, D.C.

Distribution No. 6 - To all publications custodians, plus
circulation copies as requested.

Distribution No. 7 - "Special" as recommended by the initiating office, may be used to effect dissemination of
overt publications within CIA Headquarters [REDACTED]

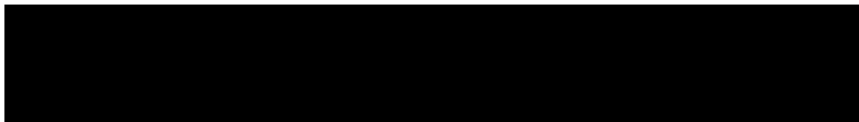
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7. PROCESSING REGULATORY MATERIALS

a. General

- (1) The Chief, Regulations Control Staff, shall establish publications standards, including, but not limited to, medium, numbering, format, reproduction and distribution.
- (2) The format of draft regulations should follow as closely as possible that established for the appropriate medium. Illustrations, where required, should be furnished in final form as original drawings or glossy prints. Illustrations should be properly identified and keyed to the text.

b. Proposals and Recommendations

- (1) New or revised issuances may be proposed or recommended by any individual or component of the Agency whenever a need is observed to exist.
- (2) Proposals for new or revised issuances shall be prepared in staff study form presenting the problem and justifying the need for an Agency issuance.
- (3) Staff studies shall be coordinated and processed through the command channels of the proposing component to the ~~Principal Officer~~ ^{Office Chief} responsible for the supervision of that component.

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- (4) Where the proposal is made by an individual or component outside the office charged with the function involved, the ~~Principal Officer~~ ^{Office Chief} shall indicate his concurrence with the proposal and submit it to the Deputy Director (Administration) with the recommendation that an issuance be prepared.
- (5) The Deputy Director (Administration), upon determination that an issuance should be prepared as recommended in the proposal shall refer the staff study to the Chief, Regulations Control Staff, who will assign responsibility for preparing an issuance to the principal officer responsible for the function which is the subject of the proposal.
- (6) The Chief, Regulations Control Staff, shall establish a deadline for the submission of the proposed issuance.
- (7) Where the proposal is made by an individual or component charged with basic responsibility for the function involved, the initial proposal will be submitted to the Deputy Director (Administration) in staff study form with a draft of the proposed new or revised issuance attached.
- (8) The Chief, Regulations Control Staff, shall ensure that proposed issuances do not duplicate or conflict with existing issuances. In such cases, he shall take action to ensure that revisions or rescissions are effected.

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c. Initiation

- (1) The ^{Office Chief} ~~Principal Officer~~ charged with basic responsibility for the performance of a function is responsible for the initiation and maintenance of regulatory materials related to his function to reflect current Agency policy and to provide detailed procedure for its application. He becomes the initiator whether the proposals initiate within his unit or have been referred to him by the Deputy Director (Administration).
- (2) The initiator shall ensure that proposed issuances are developed with working level collaboration among all who have related or interdependent responsibilities and functions.
- (3) The initiator shall ensure that issuances prepared explicitly [REDACTED] of preparation, and that all issuances prepared explicitly for headquarters, or for headquarters [REDACTED] are prepared in unsterilized form
- (4) The initiator shall submit proposed drafts of issuances to the Deputy Director (Administration) accompanied by a staff study in justification of the need for the issuance together with any supporting data which might be required to make an intelligent review of the material; any concurrences which have been obtained; recommendations for distribution; and

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the name and telephone extension of the individual to be contacted for further information if necessary.

- (5) Upon determination of the need and justification for the proposed issuance, the Deputy Director (Administration) shall refer the proposal to the Chief, Regulations Control Staff, who shall effect coordination in collaboration with the initiator.
- (6) The Chief, Regulations Control Staff, shall review Agency issuances periodically to appraise their adequacy and the need for new or revised issuances. He shall recommend action to the ^{Office Chief} ~~Principal Officer~~ charged with the responsibility for the function involved, and the Deputy Director (Administration).

d. Coordination

- (1) Office Heads and ^{Office Chiefs} ~~Principal Officers~~ shall designate in writing coordination officers who shall be authorized to concur or dissent with regard to any proposed issuance, and who shall be responsible for effecting coordination within their areas of jurisdiction.
- (2) The Chief, Regulations Control Staff, shall determine the coordination required by the proposed issuance and shall transmit the materials to the designated coordinators, indicating the name of the initiator who may be contacted for further explanation and interpretation.

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- (3) Comments and dissents shall be specifically set forth over the full identifiable signature of the ^{office}~~principal~~ ^{chief}~~officer~~ or coordination officer charged with the responsibility for coordination and returned to the Chief, Regulations Control Staff, within ten working days, or within such other deadline as the Chief, Regulations Control Staff, may have established, unless permission for a delay has been granted because of extenuating circumstances in individual cases.
- (4) Negative replies or dissents only will be required. If no reply is made within the established deadline, concurrence will be assumed. ?
- (5) The Chief, Regulations Control Staff, shall, in consultation with the initiator, endeavor to resolve all differences. Where agreement cannot be reached, the problem will be referred to the Deputy Director (Administration) for his action.
- (6) The Chief, Regulations Control Staff, shall establish and maintain files and records such that he shall be continuously aware of the status of all proposed regulations in the process of development, and to provide a reference service on background material for previously published regulations.

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e. Authentication

- (1) All Agency Regulations will be authenticated by the Director of Central Intelligence or the Deputy Director (Administration) for the Director.
- (2) Manuscripts will be submitted for authentication only after formal coordination has been effected with Office Heads and such ^{Office Chiefs} ~~Principal Officers~~ as may be determined by the Deputy Director (Administration).

f. Publication

- (1) The Chief, Regulations Control Staff, shall select the medium and direct the publication of all authenticated regulations. He shall also ensure that each regulation to be published includes or is accompanied by a statement of the previous materials rescinded.

g. Distribution

- (1) The initiator of any new or revised regulation shall recommend its distribution by indicating one of the distribution codes established in this regulation.
- (2) The Chief, Regulations Control Staff, shall maintain rosters of copy requirements and ensure the distribution of Agency Regulations, Notices, and Handbooks to points designated by Office Heads and ^{Office Chiefs} ~~Principal Officers~~.

should also designate distribution in order to insure consistency of distributions

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- Office Chiefs*
- (3) Office Heads and ~~Principal Officers~~ shall be responsible for ensuring distribution to all individuals and components within their jurisdiction which may be affected by the regulation in accordance with the distribution assigned to each regulation.
- Office Chiefs*
- (4) Office Heads or ~~Principal Officers~~ charged with the responsibility for the operation and the administration

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h. Amendments

- (1) In order that the particular changes in amended issuances may be readily identified, the following system will be used:

- Suggest revised portion be underlined rather than enclosed by brackets. This will eliminate possibility of confusion over brackets.*
- (a) Brackets will precede and follow each new or revised portion of all revised pages.
- (b) A double bracket [] will indicate that portion which has been deleted.
- (c) If a bracket precedes a paragraph number, it indicates that a paragraph has been added. []
- (d) If a bracket follows a paragraph number, it indicates that the entire paragraph has been changed. When changes within a paragraph are too numerous to identify individually, a bracket will precede and follow the entire paragraph.

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- (e) When pages are again revised, previous brackets will be dropped and new ones indicating new changes will be inserted.

8. INTRA-OFFICE PUBLICATIONS

- a. This regulation does not preclude the publishing of intra-office publications provided they are directed to those elements under the sole jurisdiction of the issuing office. Such issuances shall carry only the authority of the issuing officer. Insofar as possible, they should conform to Agency publications as to media, format, and numbering system and may be inter-filed with Agency publications.
- b. Two copies of all permanent, formal intra-office publications will be forwarded to the Agency Regulations Control Staff for post review.

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